# Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Description of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>May 2011</td>
<td>Initial version.</td>
</tr>
<tr>
<td>2.0</td>
<td>April 2012</td>
<td>Extracted Gateway account management and functionality.</td>
</tr>
<tr>
<td>2.3</td>
<td>August 2015</td>
<td>Updated the Resources and Support section to reflect the change in hours of operation for Email Support.</td>
</tr>
<tr>
<td>2.4</td>
<td>June 2016</td>
<td>Updated to reflect the user navigation changes to the MSRB.org homepage, MSRB Gateway Login and Main Menu pages.</td>
</tr>
<tr>
<td>2.5</td>
<td>June 2018</td>
<td>Updated to reflect the addition of ABLE program submissions and removed the word “College” from 529 Savings Plans to reflect the Tax Cuts and Jobs Act of 2017.</td>
</tr>
<tr>
<td>2.6</td>
<td>August 2019</td>
<td>Updated to reflect EMMA Dataport user interface changes.</td>
</tr>
<tr>
<td>3.0</td>
<td>August 2020</td>
<td>Updated to reflect URL changes due to the MSRB’s cloud migration and reorganize and consolidate information on related rules and resources.</td>
</tr>
<tr>
<td>4.0</td>
<td>August 2021</td>
<td>Update to provide additional links to resources and tools and to reflect changes to the Voluntary Submission process.</td>
</tr>
</tbody>
</table>
Resources and Support

Contact the MSRB

**MSRB Support**
Phone: 202-838-1330  
Email: [MSRBsupport@msrb.org](mailto:MSRBsupport@msrb.org)  
Live support: 7:30 a.m. – 6:30 p.m. ET.  
E-mail support: 7:00 a.m. – 7:00 p.m. ET.

**MSRB Corporate Office**
Municipal Securities Rulemaking Board  
1300 I Street NW, Suite 1000  
Washington, DC 20005  
Phone: 202-838-1500  
MSRB Website: [www.msrb.org](http://www.msrb.org)  
EMMA Website: [emma.msrb.org](http://emma.msrb.org)

**Core Operational Hours**
7:00 a.m. to 7:00 p.m. ET on business days*  
*Excludes weekends and holidays identified on the [MSRB System Holiday Schedule](http://msrb.org) and planned or unplanned outages as communicated on the [MSRB Systems Status](http://msrb.org) webpage.

**Related MSRB Rules and Resources**
- [MSRB Rule G-32](http://msrb.org): Posting Preliminary Official Statements on the EMMA Website  
- [Setting Up an Organization Account](http://emmasupport.msrb.org)  
- [Submitting Voluntary Official Statements for 529 Plans](http://emmasupport.msrb.org)
Overview

About the MSRB
The MSRB protects investors, state and local governments and other municipal entities, and the public interest by promoting a fair and efficient municipal securities market. The MSRB fulfills this mission by regulating the municipal securities firms, banks and municipal advisors that engage in municipal securities and advisory activities. To further protect market participants, the MSRB provides market transparency through its Electronic Municipal Market Access (EMMA®) website, the free, official repository for information on all municipal bonds. The MSRB also serves as an objective resource on the municipal market and provides extensive education and outreach to market stakeholders. The MSRB is a self-regulatory organization governed by a board of directors that has a majority of public members, in addition to representatives of regulated entities. The MSRB is overseen by the Securities and Exchange Commission and Congress.

About this Manual
This manual describes three types of voluntary submissions made by issuers and other obligated persons: voluntary official statements, preliminary official statements and voluntary financial reporting information.

This symbol appears within this manual to call out important information or directions.

In the remainder of this document, references to an issuer will also denote other obligated persons and an agent specifically designated by an issuer or obligated person to submit information on its behalf unless otherwise noted.

This resource is for informational purposes only. Any references to MSRB rules should be considered in conjunction with the applicable rule text and any related interpretations. The complete text of all MSRB rules and interpretations is available at http://www.msrb.org/Rules-and-Interpretations/MSRB-Rules.aspx.

“CUSIP” is a registered trademark of ABA.

All products or brand names mentioned in this manual are trademarks or registered marks of their respective holders.
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Part 1: Access EMMA Dataport

Access EMMA Dataport

Submitters can access the Voluntary Official Statement submission path by logging into EMMA Dataport from the EMMA homepage as described in this manual. Alternatively, submitters can start from the MSRB homepage and click “Login.”

1. From the EMMA homepage, click the EMMA Dataport tab.
2. Click the **Log in to MSRB Gateway** button.
3. From the MSRB Gateway landing page, enter your User ID and Password, and click **Login**.
Part 2: Submit Voluntary Financial Reporting Information

Upon logging into MSRB Gateway, the Issuer or Obligated Person may choose to create or update voluntary disclosure information regarding issues and/or securities in EMMA Dataport. The voluntarily financial information will be disclosed on the EMMA website when published.

Begin a New Submission

If your organization has the rights to act on the behalf of another organization, you will see a screen allowing you to select the organization for which you are making a submission from the drop-down menu.

1. From the EMMA Dataport Submission Portal screen, click the Voluntary Financial Information: Timing, GAAP Undertaking & URL button.
2. The Submission Summary screen displays any previously published submissions. Click Create Submission to submit a new disclosure.

3. Enter a description of the financial disclosure in the Disclosure Description text box.

4. Select the submission date of the annual financial filing information from the dropdown menu in the Timing of Annual Financial Filing section.

5. Provide a URL in the URL text box to link to Additional Financial Information.

6. Select the Financial Accounting Method used in conformance to the Generally Accepted Accounting Principles (GAAP).

7. After you have entered the financial information, click the Next button.
Voluntary Financial Information

Disclosure Description: [140 Characters Max]

Timing of Annual Financial Filing
Issuer/Obligated person has voluntarily agreed to submit annual financial information on or prior to 120 days after fiscal year end on Month Day

Additional Information: (information will display on EMMA) [140 Characters Max]

URL Link for Additional Financial Information
URL: http:// [vaidlinkURL] (this link will display on EMMA)

Description of URL Link: (description will display on EMMA) [140 Characters Max]

Financial Accounting Method
- GAAP-GASB
- GAAP-FASB
- Not declared

Other Financial Accounting Information: (information will display on EMMA) [140 Characters Max]
Associate CUSIPs

1. Select the type of securities, which may be CUSIP-9-based or non-CUSIP-9-based. Two separate submissions are required to associate both CUSIP-9 and non-CUSIP-9 based issues and/or securities.

1a. For non-CUSIP-9-based submissions, select one of the following categories: Commercial Paper, Non-CUSIP, 529 Savings Plan/ABLE Program or Other Municipal Fund Security. Once the selection is made, follow the on-screen instructions for associating the disclosure to the appropriate issue and/or security. Select the Next button to continue.

Select either CUSIP-9-based or Non-CUSIP-9 Based as they cannot be combined in one submission.
2. In the text box, you may enter or copy and paste a list of CUSIP-9s and/or CUSIP-6s and then click the **Upload** button. Note that you cannot click the Preview button until at least one CUSIP is uploaded.

The copy-and-paste functionality allows a variety of delimiters to separate securities, including semicolon, comma and enter. Up to 1,500 CUSIPs can be pasted in the text box, and a total of 15,000 CUSIP-9s are allowed for each submission.
Verify that the CUSIPs listed are accurate. To remove a CUSIP-9, highlight the CUSIP(s) and click the **Unassign CUSIPs** link below the list of CUSIPs.

Invalid CUSIPs will not populate in the list and generate an error message that appears on the right-hand side of the screen.
Find CUSIPs by Issuer Name and State

If you do not know your CUSIPs, you may use the search function to find CUSIP-6s. Enter an issuer name and state and select the **Search CUSIP-6s** button. Filters are available to exclude matured securities and fully called or redeemed securities from the results. A list of issuers based on your search criteria appears. Select one or more issuers to associate their securities to the disclosure.
Publish the Disclosure

The Voluntary Financial Reporting Disclosure Data will not be disclosed to the public until the submission is published.

1. Click the Preview button to review all information to be published.
If you wish to change any information as shown on the preview screen, use the **Back** button until you reach the screen where the data was first input and make the desired edit(s). Once all information is correct, click the **Publish** button.

2. Select the **Yes: Publish** button finalize your submission.
The confirmation screen will contain the following:

<table>
<thead>
<tr>
<th>Submission ID</th>
<th>Unique identifier for your submission, which is helpful for any future updates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Submission link</td>
<td>Print your submission confirmation</td>
</tr>
<tr>
<td>Start new submission link</td>
<td>Make a new submission or to modify existing submission</td>
</tr>
<tr>
<td>Link to secondary email address</td>
<td>Send confirmation email to a secondary email address</td>
</tr>
</tbody>
</table>

The MSRB will send an electronic receipt to your email address. The receipt contains a complete listing of the submission and a link to view the submission on the EMMA website.

**Update the Submission**

The new submission will be added to the list on the EMMA Dataport Submission Summary Screen. To update a submission, select either the **Edit** or **Cancel** link on this screen.
Part 3: Submit Preliminary Official Statement and Pre-Sale Documents

An issuer’s voluntary submission in no way relieves the underwriter of its obligation to submit documents and information under Rule G-32.

A voluntary preliminary official statement submission must be accompanied by a minimum amount of indexing information. The issuer may provide additional information as it becomes available.

<table>
<thead>
<tr>
<th>Mandatory Information</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Issuer Name</td>
<td>Total par value of the issue</td>
</tr>
<tr>
<td>Full Issue Description</td>
<td>CUSIP-6 number of the Issuer</td>
</tr>
<tr>
<td>Issuer’s State</td>
<td>Dated Date / Closing date</td>
</tr>
<tr>
<td>Date of the Preliminary Official Statement</td>
<td>CUSIP-9 / Maturity Date</td>
</tr>
<tr>
<td>Contact information of the Issuer or other appropriate party</td>
<td>Interest Rate / Maturity Principal Amount</td>
</tr>
</tbody>
</table>

Begin the Submission

1. If your organization has the rights to act on the behalf of another organization, you will see a screen that will allow you to select the organization from the drop-down menu for which you are making a submission.
2. The EMMA Dataport Submission Portal allows the user to select which submission types to make on EMMA. Select the Preliminary Official Statement and Pre-Sale Documents button.
Preliminary Official Statement and Pre-Sale Documents
Submit preliminary official statements and related pre-sale documents such as notices of sale, advertisements or other related documents.

1. What information do I need to complete a submission?

- Bond, Note, Variable Rate
  (Standard EMMA submission: 9-digit CUSIP number available or expected)
  - Create
  - Update

- Commercial Paper
  (6-digit CUSIP number available or expected)
  - Create
  - Update

- Ineligible for CUSIP Number Assignment
  - Create
  - Update

Create an Organization Account to Streamline Disclosures
Manage Groups of Securities and Disclosure Permissions
Manage Financial Disclosure Email Reminders
Access New Issue Calendar and Other Market Tools
3. Complete all required fields and any additional information you would like to provide.

The following screen is similar for creating **Commercial Paper** and **Ineligible for CUSIP Number Assignment** submission.

---

**EMMA Dataport - Preliminary Official Statement Submission**

Bond, Note or Variable Rate

Please provide the following details
*All fields required, if applicable, for a complete submission

- Issuer CUSIP: 
- *Issuer Name as Drawn on Face: FULL_ISSUER_NAME
- *Issue Description as Shown on Face: FULL_ISSUE_DESCRIPTION
- Total Par Value on Issue: 
- State: 

*FOS Date: 03/14/2019
Dated Date: 
Closing Date: 

Context regarding the Preliminary Official Statement at the Issuer
* Denotes required fields, 1 of these fields is required

- Organization: ISSUE_ORGANIZATION
- *First Name: JOHN
- *Last Name: DOE
- Address: 123 MAIN ST
- City: CITY
- State: DC
- Zip Code: 12345

1-Phone Number: 123456780 Extension: 
1-Email: [JOE@ISSUERXYZ.ORG] x
Security Information

The Security Information is only applicable to Bond, Note and Variable Rate submissions. Enter the CUSIP-9 then click the Find link or manually input the information in the fields. Once all information is complete, select the Add Security to Issue link.

Upload the Document

To upload a document:
1. Click the Add Preliminary Official Statement link.
2. Enter the Document Description then click the Browse button.
3. Click the Upload button to transfer the file to the EMMA website.

Note that you cannot click the preview button until at least one PDF document is uploaded.
Each continuing disclosure document must be a portable document format (PDF) file configured to be saved, viewed, printed and retransmitted by electronic means. The document must also be word-searchable, that is, allowing the user to search for specific terms used within the document through a search or find function available in most standard software packages.

Diagrams, images and other non-textual elements are not required to be word searchable. If the submitted file is a reproduction of the original document, the submitted file must maintain the graphical and textual integrity of the original document.

A single file may not exceed 250 MB. All files in a single submission may not exceed 1 GB. The file has successfully been uploaded for submission once the file name appears below the drag-and-drop box. You can click on a file name to view the file.
To add a pre-sale document to a submission after the preliminary official statement is uploaded, click the Add more documents link on the Document screen.

Publish the Disclosure

The uploaded document(s) will not be accessible on the public EMMA website until it is published. To publish a document:

1. Select the Preview button to review all the information to be published.

If you wish to change any information as shown on the preview screen, use the Back button until you reach the screen where the data was first input and make the desired edit(s). Once all information is correct, click the Publish button.
2. Select the **Yes: Publish** button to finalize your submission.
The confirmation screen contains the following:

<table>
<thead>
<tr>
<th>Submission ID</th>
<th>Unique identifier for your submission, which is helpful for any future updates</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Print your submission confirmation</td>
</tr>
<tr>
<td>Start new submission link</td>
<td>Make a new submission or to modify existing submission</td>
</tr>
<tr>
<td>Link to secondary email address</td>
<td>Send confirmation email to a secondary email address</td>
</tr>
</tbody>
</table>

The MSRB will send an electronic receipt to your email address. The receipt will contain a complete listing of the submission and a link to view the submission on the EMMA website.
Update the Submission

To update a submission:
1. Click the **Update** button from the **Preliminary Official Statement and Pre-Sale Documents** page and provide a CUSIP number or the submission ID of your earlier submission and proceed in the same way as for creation.
Part 4: Submit Issuer Voluntary Official Statements

An Issuer’s voluntary submission in no way relieves the underwriter of its obligation to submit documents and information under Rule G-32.

Underwriters are required to submit certain primary market documents to the EMMA website in accordance with Rule G-32. Issuers can submit primary market documents or edit their existing disclosure data on the EMMA website where errors or omissions may have occurred.

Bond, Note and Variable Rate Submissions

This section describes how issuers may submit official statements and advance refunding documents.

An issuer may not change certain information associated with an issue if any underwriter or dealer has made a regulated submission about the issue since June 1, 2009 under revised Rule G-32.

Despite these limitations on other types of voluntary submissions, an issuer may add an official statement or advance refunding document to any issue, even if underwriter-submitted information after June 1, 2009 is already present.

Issuer submitted voluntary official statements will appear on EMMA with the text Issuer Submitted next to the document name.

Individual Documents

Official Statement posted 04/08/2020 (3.2 MB)

Issuer Submitted Official Statement posted 04/08/2020 (3.2 MB)

How to Submit Issues to EMMA that are from Pre-June 1, 2009

For Issues before June 1, 2009, and not subsequently updated by an underwriter:
1. begin by navigating to the EMMA Dataport Submission Portal, which displays the buttons which represent the submission types you can make to EMMA.

2. Select the **Issuer Voluntary Official Statement** button.

3. Then click the **Create** button.
4. Enter a CUSIP-9 from your issue and then click **Load Securities**.

When the **Load Securities** button is selected a table will display. The table will be pre-populated with information for reported securities in that Issue/Series. You will have the ability to edit the information as well as add additional securities to the table (as long they share the same base CUSIP as the Issue/Series). Verify that the security information is correct. You can edit **Coupon (%)**, **Maturity Date**, **Maturity Principal Amt ($)**, and **Security Status**. Click the **Next** button and you will be able to move onto the next part of your submission.

There are three sections on the Issue/Series Tab: Basic Information, Pricing Information, and Retail Order Period(s).
For issues underwritten before June 1, 2009 and not subsequently updated by an underwriter, the Continuing Disclosure Information tab may be blank or unavailable.

Issue/Series Information
On the Issue/Series tab, enter or verify that following Issue information is correct:

- **Basic Information**
  - Issuer Name
  - Issue Description

The plain English issuer name and issue description must be provided as they appear (or are expected to appear) on the official statement. Do not rekey the abbreviated Security Description which is shown below the data entry area.

- Dated Date
- Expected Closing Date / First Trade Settlement Date
- Formal Award Date and Time
- First Execution Date and Time
- First Payment Date

CUSIP-9 Submission (Voluntary Official Statement)
Security Information

In the Security Information section, enter or verify the following security-specific information:

- CUSIP
- Security Description
- Coupon
- Maturity Date
- Maturity Principal Amount
- Security Status
- Principal Amount Underwritten
- Initial Offering Price, and
- Initial Offering Yield

- For capital appreciation bonds and zero coupon securities that are issued at a discounted price that accretes over the life of the security, report the par amount at the time of issuance, and not the par value at maturity, when submitting the Maturity Principal Amount for your voluntary submission.

- Original Issue Discount (OID) Price, and
- Original Issue Discount (OID) Yield
- Par Value
- Retail Order Period Information
Submission Status: NOT PUBLISHED

CUSIP-9 Submission (Voluntary Official Statement)

<table>
<thead>
<tr>
<th>Issue/Series Information</th>
<th>Official Statement</th>
<th>Underwriting Spread</th>
<th>Continuing Disclosure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security Information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pricing Information</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retail Order Period Information</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Pricing Information

All applicable fields required for a complete submission.

<table>
<thead>
<tr>
<th>CUSIP</th>
<th>Security Description</th>
<th>Coupon (%)</th>
<th>Maturity Date</th>
<th>Maturity Principal Amt ($)</th>
<th>Initial Offering (%)</th>
<th>Par Value ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0410800U5</td>
<td>CAP APPREC PHA-B BIG BKENTRY</td>
<td>0.0</td>
<td>07/01/2027</td>
<td>100,000.00</td>
<td></td>
<td>100,000.00</td>
</tr>
</tbody>
</table>

### Retail Order Period Information

All applicable fields required for a complete submission.

<table>
<thead>
<tr>
<th>CUSIP</th>
<th>Security Description</th>
<th>Coupon (%)</th>
<th>Maturity Date</th>
<th>Retail Order Period-1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Start Date/Time</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>mmmm/dd/yyyy</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>End Date/Time</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>mmmm/dd/yyyy</td>
</tr>
<tr>
<td>0410800U5</td>
<td>CAP APPREC PHA-B BIG BKENTRY</td>
<td>0.0</td>
<td>07/01/2027</td>
<td></td>
</tr>
</tbody>
</table>
To delete a security (maturity) that is not part of the issue, select the drop-down arrow under Security Status and then Not on Issue (on the Load Security or Edit Security pages).

To add a security to the issue click Add Security and enter the CUSIP number and click Add (on the Load Security or Edit Security pages). The EMMA website will display any NIIDS information about the security or blank fields to allow you to enter information not yet available on the EMMA website.
Official Statement Tab

Note: Official statements should be added directly to a primary market submission.

Under Rule G-32, the term official statement means (A) for an offering subject to Securities Exchange Act Rule 15c2-12, a document or documents defined in Securities Exchange Act Rule 15c2-12(f)(3), or (B) for an offering not subject to Securities Exchange Act Rule 15c2-12, a document or documents prepared by or on behalf of the issuer that is complete as of the date delivered to the underwriter and that sets forth information concerning the terms of the proposed offering of securities.

Uploading Official Statements

To upload an official statement document, click on the Official Statement tab use the Select Files button to select the file(s) on your computer. You may also locate the files on your computer and drag and drop them area marked by the dashed line.

Please refer to page 25 for the specifications of PDF files.
Removing Files
You may remove files from your submission using the trash can icon next to the file you wish to delete. Note, that you can only delete files from your submission before the submission is published. If you upload multiple files and wish to re-order them, drag and drop the file names into the desired order.

Uploading Files
The MSRB strongly encourages submitters to merge document files into a single PDF file for submission. If the official statement must consist of more than one file, the underwriter should ensure that it has received the full final filed before uploading.

If you are uploading an official statement that consists of more than one file, click on the Select File(s) button and repeat the process.

If there are no red exclamation marks indicating an error, your file(s) was successfully uploaded.
Continuing Disclosure Tab

The **Continuing Disclosure** tab identifies whether the issuer or other obligated persons have agreed to undertake to provide continuing disclosure information as contemplated by Exchange Act Rule 15c2-12. If the Continuing Disclosure Agreement applies to the issuers and obligated persons on all the Issue/Series, then select the **CDA applies to all Issue/Series** box.

Select **Yes** if the issuer or obligated person has agreed to undertake to provide continuing disclosure information.

If the continuing disclosure undertaking for either an issuer or an obligated person requires that it provide annual financial information, enter information relating to the timing set forth in the continuing disclosure undertaking for the submission of annual financial information each year for the issuer and/or obligated person. Enter either the **date** or **number of days** by which the annual financial information is due to be submitted.
For an obligated person, enter the name of such obligated person as well as a specific date or the number of days or months after a specified end date of the obligated person’s fiscal year. To enter information about more than one obligated person, select **add obligated person** and enter the name of such additional obligated person as well as a specific date or the number of days or months after a specified end date of the obligated person’s fiscal year.

---

**Publish the Disclosure**

The uploaded document(s) will not be available on the public EMMA website until it is published.

1. Publishing a submission is a two-step process. You must **Preview** to review the information entered. To preview the information, click the green **Preview** button. The following screen appears, which allows you to preview all the information you are about to publish.
If any of the required fields are missing or invalid, then a red exclamation will appear next to them and you will not be able to preview. You will receive the following pop-up.

Errors need to be resolved prior to previewing the submission.

2. If you wish to change any information as shown on the preview screen, use the Back button until you reach the screen where the data was first input and make the desire edit(s). Once all information is correct, click the Publish button.
3. Select the **Yes: Publish** button to finalize your submission.

Are you sure you want to publish this submission?

Yes  No

The confirmation screen contains the following:

<table>
<thead>
<tr>
<th><strong>Submission ID</strong></th>
<th>Unique identifier for your submission, which is helpful for any future updates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Print Submission link</strong></td>
<td>Print your submission confirmation</td>
</tr>
<tr>
<td><strong>Start new submission link</strong></td>
<td>Make a new submission or to modify existing submission</td>
</tr>
<tr>
<td><strong>Link to secondary email address</strong></td>
<td>Send confirmation email to a secondary email address</td>
</tr>
</tbody>
</table>

The MSRB will send an electronic receipt to your email address. The receipt will contain a complete listing of the submission and a link to view the submission on the EMMA website.
Update the Submission
To revise a voluntary official statement submission:
1. select the **Issuer Voluntary Official Statement** button
2. click the **Update** button.
3. On the next screen, enter a nine-digit CUSIP number or submission ID of the submission you will update. During the update process, you can change anything you or your organization previously submitted, including adding, replacing and archiving documents. Your designated agent can make the same changes on your behalf.

4. **Publish** the updated submission to disseminate the results.

The update process also enables you to cancel an official statement submission that your organization has made. To do so, select the **Cancel** button at the bottom of the screen. Canceling your submission removes it from public view. It does not affect anything submitted by an underwriter.
Voluntary Official Statements for Commercial Paper

Commercial Paper refers to a security that CUSIP Global Services identifies by a six-digit CUSIP number. EMMA only accepts a CUSIP number identified as commercial paper by its information vendor.

Start the submission on the **Issuer Voluntary Official Statement** button and click the **Create** link next to Commercial Paper. Next, enter the six-digit CUSIP number.
If you enter a six digit CUSIP number that isn't recognized as Commercial Paper; you will see the following error message. Enter another six digit CUSIP number.

**Commercial Paper (Voluntary Official Statement)**

Enter a CUSIP-6 for Commercial Paper Submission

<table>
<thead>
<tr>
<th>EMMA must recognize this CUSIP as a Commercial Paper to proceed. Please make the appropriate CUSIP-6 entry.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSIP-6: 123456</td>
</tr>
</tbody>
</table>
**Issue/Series Tab**
On the Issue/Series tab, enter or change information in any editable field.

**Document Tab**
On the Document tab there is one type of disclosure documents you may add to a Voluntary Official Statement for Commercial Paper submission:

- **Official Statement (OS)**
  
  Under Rule G-32, the term *official statement* means (A) for an offering subject to Securities Exchange Act Rule 15c2-12, a document or documents defined in Securities Exchange Act Rule 15c2-12(f)(3), or (B) for an offering not subject to Securities Exchange Act Rule 15c2-12, a document or documents prepared by or on behalf of the issuer that is complete as of the date delivered to the underwriter and that sets forth information concerning the terms of the proposed offering of securities.

Official Statement documents and supplemental files can be uploaded to EMMA. To upload an official statement document, click on the Document tab use the Select Files button to select the file(s) on your computer. You may also locate the files on your computer and drag and drop them area marked by the dashed line. You must then enter the date the document was received from the issuer.
Uploading Files
The MSRB strongly encourages submitters to merge document files into a single PDF file for submission. If the official statement must consist of more than one file, the underwriter should ensure that it has received the full final document filed before uploading.

If you are uploading an official statement as more than one file, click on the Select File(s) button and repeat the process.

EMMA confirms a successful upload by not displaying any red exclamation marks indicating an error.

An uploaded document is not disclosed to the public, as required by Rule G-32, until it is Published. Therefore, it is important to publish the uploaded document.

Click the document name to view the uploaded document if desired to confirm the correct document was uploaded.

If the document has already been published, Archive Document appears in place of Delete Document. If you replace a document with another one (archive it), the document is kept in the EMMA archive.
Documents moved to the archive are visible to the public but are not intended for use as active disclosure documents.

**Underwriting Spread Tab**
Access the Underwriting Spread Information screen by clicking the **Underwriting Spread** tab. The Underwriting Spread Amount and Underwriting Spread Disclosure Indicator will not be editable by the Issuer.

**Continuing Disclosure Tab**
The **Continuing Disclosure** tab identifies whether the issuer or other obligated persons have agreed to undertake to provide continuing disclosure information as contemplated by Exchange Act Rule 15c2-12.

Select **Yes** if the issuer or obligated person has agreed to undertake to provide continuing disclosure information.
If the continuing disclosure undertaking for either an issuer or an obligated person requires that it provide annual financial information, enter information relating to the timing set forth in the continuing disclosure undertaking for the submission of annual financial information each year for the issuer and/or obligated person.

For an issuer, enter such information either as a specific date or as the number of days or months after a specified end date of the issuer’s fiscal year.
For an obligated person, enter the name of such obligated person as well as a specific date or the number of days or months after a specified end date of the obligated person’s fiscal year. To enter information about more than one obligated person, select **add obligated person** and enter the name of such additional obligated person as well as a specific date or the number of days or months after a specified end date of the obligated person’s fiscal year.

**Preview**

To review your submission before publishing, click the **Preview** button.
Any fields that produce an error (red exclamation) must be corrected in order to preview and publish the submission. If any errors remain the following pop-up will appear.

Errors need to be resolved prior to previewing the submission.

Review the information on the Preview screen for accuracy and completeness, if revisions are needed, click the Back button to return to the form. The preview page can also be downloaded if needed so the submission must be reviewed by the issuer or other party.

Commercial Paper (Voluntary Official Statement)

Please review the submission details before publishing.

<table>
<thead>
<tr>
<th>Issue/Series Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSIP: 18688N</td>
</tr>
<tr>
<td>Issuer Name: TAMPA, FLORIDA</td>
</tr>
<tr>
<td>Issue Description: INTEREST AT MATURITY - COMMERCIAL PAPER NOTES</td>
</tr>
<tr>
<td>Dated Date: 01/01/2021</td>
</tr>
<tr>
<td>State: FL</td>
</tr>
<tr>
<td>Is there a retail order period?</td>
</tr>
</tbody>
</table>

Official Statement

Underwriting Spread

Continuing Disclosure
Publish
Once the review is satisfactory, click the Publish button.

Once you are ready to publish, click the Yes: Publish button to disclose and publish your submission.

A confirmation screen appears.

SUBMISSION ID (Q11064935) PUBLISHED SUCCESSFULLY!

What would you like to do next?
Duplicate Email Confirmation
Print Submission
Start New Submission
Voluntary Official Statements for Securities Ineligible for CUSIP Number Assignment

For a security ineligible for CUSIP number assignment, you may add an Official Statement to an existing submission, or you may create a submission for a new issuer.

1. Start the submission on the Issuer Voluntary Official Statements home page and click the **Create** button next to Ineligible for CUSIP Number Assignment.

2. Next, enter the Issuer Name and the State then select search.
From the list of matching securities, you may then choose the issuer whose security you will submit against. If the issuer is not listed, you may add a new issuer.
**Issue/Series**
On the **Issue/Series** tab, enter or change information in any editable fields.

Submission Status: NOT PUBLISHED

**Ineligible for CUSIP Number Assignment (Voluntary Official Statement)**

**Document Tab**
On the **Document** tab there is one type of disclosure documents you may add to a primary market submission:

- **Official Statement (OS)**

  Under Rule G-32, the term **official statement** means (A) for an offering subject to Securities Exchange Act Rule 15c2-12, a document or documents defined in Securities Exchange Act Rule 15c2-12(f)(3), or (B) for an offering not subject to Securities Exchange Act Rule 15c2-12, a document or documents prepared by or on behalf of the issuer that is complete as of the date delivered to the underwriter and that sets forth information concerning the terms of the proposed offering of securities.
**Underwriting Spread Tab**
Access the Underwriting Spread Information screen by clicking the **Underwriting Spread** tab. The Underwriting Spread Amount and Underwriting Spread Disclosure Indicator will not be editable by the Issuer.

Access the Underwriting Spread Information screen by clicking the **Underwriting** tab.

**Continuing Disclosure Tab**
The **Continuing Disclosure** tab identifies whether the issuer or other obligated persons have agreed to undertake to provide continuing disclosure information as contemplated by Exchange Act Rule 15c2-12.

Select **Yes** if the issuer or obligated person has agreed to undertake to provide continuing disclosure information.
If the continuing disclosure undertaking for either an issuer or an obligated person requires that it provide annual financial information, enter information relating to the timing set forth in the continuing disclosure undertaking for the submission of annual financial information each year for the issuer and/or obligated person.

For an issuer, enter such information either as a specific date or as the number of days or months after a specified end date of the issuer’s fiscal year.
For an obligated person, enter the name of such obligated person as well as a specific date or the number of days or months after a specified end date of the obligated person’s fiscal year. To enter information about more than one obligated person, select **add obligated person** and enter the name of such additional obligated person as well as a specific date or the number of days or months after a specified end date of the obligated person’s fiscal year.

<table>
<thead>
<tr>
<th>Continuing Disclosure Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>All applicable fields required for a complete submission.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Issuer or other obligated persons have agreed to undertake to provide Continuing Disclosure Information as contemplated under Exchange Rule 15c2-12:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

**Issuer Information**

**Continuing Disclosure Undertaken Information as Contemplated under Exchange Rule 15c2-12:** (select one)

- Date by which annual financial information is contractually due to be submitted each calendar year: Nov, Dec

- Number: Select, after the end of fiscal year, end on Month, Day, by which the annual financial information is contractually due to be submitted.

**Obligated Person(s) Information**

<table>
<thead>
<tr>
<th>Obligated Person’s Name: LYNDEN REGIONAL PARK AND</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove Obligated Person</td>
</tr>
</tbody>
</table>

- Date by which annual financial information is contractually due to be submitted each calendar year: Month, Day

- Number: Days, after the end of fiscal year, end on Oct, Nov, by which the annual financial information is contractually due to be submitted.

*Add Obligated Person(s) Information*
Preview
To review your submission before publishing, click the Preview button.

Any fields that produce an error (red exclamation) must be corrected in order to preview and publish the submission. If any errors remain the following pop-up will appear.

Review the information on the Preview screen for accuracy and completeness, if revisions are needed, click the Back button to return to the form.
Publish

Once the review is satisfactory, click the Publish button.

Once you are ready to publish, click the Yes: Publish button to disclose and publish your submission.
A confirmation screen appears.

**SUBMISSION ID (Q11064936) PUBLISHED SUCCESSFULLY!**

What would you like to do next?
- Duplicate Email Confirmation
- Print Submission
- Start New Submission
To update a submission related to a security ineligible for CUSIP number assignment, enter the submission ID and proceed.

Voluntary Official Statements for 529 Savings Plans/ABLE Programs

A 529 savings plan/ABLE program is a type of municipal fund security. The procedure for submitting voluntary official statements for 529 savings plans/ABLE Programs is described in the [529 Savings Plan/ABLE Program Submissions Manual](#).

Voluntary Official Statements for Other Municipal Fund Securities

An issuer may voluntarily submit an official statement for a municipal fund security. The issuer can create a new record even if none has been submitted by a dealer previously. An issuer can also update a municipal fund security submission but cannot modify any part of a dealer’s submission.

1. Begin by selecting the **Issuer Voluntary Official Statement** button and select the type of municipal fund security.
2. Next, select the state that issues the security. Then click the search button
### Other Municipal Fund Security (Voluntary Official Statement)

<table>
<thead>
<tr>
<th>Search for a Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>State: Select State ▼</td>
</tr>
</tbody>
</table>

---

**Exit**
The EMMA website displays the names of any municipal fund security plans previously submitted for the state. In the example below, there is a plan on file for the state.

The plan(s) listed as modifiable have been disclosed by an issuer and may be modified by the same. Other plans are listed for reference only and therefore cannot be changed by an issuer.

3. To submit a voluntary official statement for this plan, click **Add New Plan**. This will create a new record that you can later modify.
**Plan Tab**
The Plan tab appears. Enter the issuer information. When creating a new Municipal Fund Security submission, the Plan Description and the Closing Date are required for a complete submission.

The plan description describes the type of Municipal Fund Security. It is important to describe the plan accurately since this information will appear on the public web portal and will inform investors about the plan.

**Document Tab**
Select the Document tab to add a Municipal Fund Security disclosure document or a Municipal Fund Security disclosure document supplement. Documents on this screen are displayed with the most recently submitted at the top.

Select document type as an MFS (Municipal Fund Security) Disclosure Document or an MFS (Municipal Fund Security) Disclosure Document Supplement. Enter the Document Effective Date. The Effective Date is the date on which the Municipal Fund Security disclosure document or supplement takes effect, or the effective date of the document being filed.
Please refer to page 25 for the specifications of PDF files.

Click **Select Files** to select the file on your computer. Click **Open**, then select the file or drag and drop to transfer the file to EMMA. It is important that prior to and subsequent to submission, the submitter review each page of the PDF to ensure that it is clear, readable, and word-searchable. Then click **Publish**. EMMA shows that the document has been uploaded by displaying a document link, type, description, date received, and effective date below the upload box.

**Continuing Disclosure Tab**
Select the **Continuing Disclosure** tab to identify whether the issuer has agreed to undertake to provide continuing disclosure information as contemplated by Securities and Exchange Commission (SEC) Rule 15c2-12. If the issuer has agreed to undertake to provide continuing disclosure information and such agreement includes an undertaking to provide annual financial information, also enter information relating to the timing set forth in the continuing disclosure undertaking for the submission of annual financial information each year for the issuer.
For an issuer, enter such information either as a specific date or as the number of days or months after a specified end date of the issuer’s fiscal year.

On this screen, you may also add data about an obligated person or persons.
Preview/Publish

Next you must click **Preview** to disclose the document. This is a two-step process. Click the green **Preview** button. The following screen appears, which allows you to preview all the information you are about to publish.
If any of the required fields are missing or invalid, then a red exclamation will appear next to them and you will not be able to preview. You will receive the following pop-up.

If any information on the preview screen needs to be changed, click the green Back button. Once all information is correct and the review is satisfactory, click the Publish button. The following screen appears.

Click Yes: Publish and the following confirmation screen appears.
The confirmation screen contains the following:

- A submission ID, which is your unique identifier and helpful for any future updates.
- A link to print your submission confirmation.
- A link to “start new submission” (or to modify your existing submission).
- A link to send your submission confirmation to a secondary email address.

**Modifying or Canceling a Municipal Fund Security Submission**

The procedure for modifying a municipal fund security description uses the same tabs as creating one. However, an issuer can only modify a plan whose information was submitted by an issuer and not information submitted by a dealer.

A list of Municipal Fund Security plans will be available in the table. To update an existing Municipal Fund Security, click on the plan description in the table (if applicable).
The update process also enables you to cancel a Municipal Fund Security submission that your organization has submitted. To do so, select the **Cancel** button at the bottom of the screen. Canceling your submission will remove it from public view.
Advance Refunding Documents Submitted on a Voluntary Basis

Issuers may submit advance refunding documents to the EMMA website on a voluntary basis.

1. Start the process from the EMMA Dataport Submission Portal. Select the Create button next to Advance Refunding Document.

Upon entering the submission, you will see the following pop-up: click Continue.
2. The next screen requires the document before providing securities information. Click **Select Files** to upload a document. You can also drag and drop the file into the upload box.

You may enter an optional document description before uploading the document. It is recommended that the document comprise a single file, but you may upload multiple files if necessary, to provide the complete document.
3. After uploading the document, the Refunded Outstanding Issue/Series and Refunding New Issue/Series sections is available.
4. Then Enter the CUSIP for **Refunded Outstanding Issue/Series** in the field and click the green **Go** button.

5. After you enter the CUSIP numbers, EMMA displays a table for the security information about the issues. The table will contain: Security Description, Refunded Outstanding CUSIP, Maturity Date, ARD Doc, Partially Refunded CUSIP, New CUSIP (Refunded Portion – if applicable), and New CUSIP (Unrefunded Portion – if applicable).
Inside the Refunded Outstanding Issue/Series tab you can select the +Add Security link that allows you to add individual CUSIP(s).

You may Delete an issue to correct an error. Selecting delete will remove the entire Issue/Series in the table.

6. Next, click the Refunding New Issue/Series section to continue.

The Refunding New Issue/Series section enables you to enter new CUSIP numbers (if applicable), add provides the Security Description.

In the Refunding New Issue/series section, You have the ability to delete the Issue/Series.
Between the **Refunded Outstanding Issue/Series** section and the **Refunding New Issue/Series** section only one of the two checkboxes for “No CUSIPs were assigned to the refunding issue/series” can be selected.

Updating a Voluntary Advance Refunding Document

To update your voluntary advance refunding document submission, select Update from the Dataport Submission Portal. Provide a CUSIP number or the submission ID of your earlier submission and proceed in the same way as for creation.